

You have enough to think about when it comes to running your business.

The last thing you want to worry about is your payroll compliance.

We can take care of that.

A QUICK CHECKLIST

Here's five quick boxes to tick when searching for, or changing to, a new payroll provider.



1 Know why you are changing and what outcomes you want – Write it down.

Before you even start talking to any vendors take the time to work out why you are changing, what are the key features and/or benefits you are looking for, what is your timeframe, have you got the resources to make the change, what is your budget (don't disclose this). Create a checklist of these things and make sure each vendor will get you to where you want to go.



2 Show Me Don't Tell Me

There are plenty of good sales people out there who will tell you "of course it can do X" Changing payroll system impacts every person in the company so you need to be very confident the system will do what you need and you need to be shown this. Also, does it feel intuitive, is there a simple flow, will you get the reports and exports you need. Does it meet all the requirement of the Holidays Act and Employment Relations Act (record keeping, in order to verify data such as leave, will become a big thing in future)



3 Avoid the Smoke and Mirrors

Just because a provider has a flash website, big marketing budget, is flavour of the month or has a high profile it doesn't mean their product will match. Do your Due Diligence.



4 Trust is key – what is the provider's track record?

How long have they been in the market. How big is their client base. Do they have clients (which they will disclose) who are in your industry. Can you get access to a trial account.



5 Can I deal with a human?

This is a big consideration. Payroll is about people and getting timely support is critical. There is a trend to reduce support and training services and make all communication online via email or messaging. This is particularly true if the system is supported offshore. Payroll is too important and can't wait, so having access to free phone support is critical. Ask if you can speak to an existing client to see what the support and training is like.



Supporting New Zealand Employers for over 10 years

When it comes to payroll ,
"one size doesn't fit all."
You need a payroll which is
feature rich, always up to
date and simple to use, yet
flexible enough to meet your
needs today and in the
future.

Call us today on **06 6507297** to
arrange a no obligation discussion
about your payroll needs and find out
how we can help you manage your
payroll and stay compliant.

Or talk to our Business Partner



Steve Nathan: steve@timehub.co.nz
☎ 06 6507297 or 027 4980086

All the Payroll features you could ever need



Written here in New Zealand specifically for our legislative, tax and business environment, 100% compliant with the Holidays Act - and only ever designed as an online system, meaning you get all IRD tax and legislation changes implemented centrally and available to you immediately.



Integrates seamlessly with Xero, MYOB, QuickBooks and many other accounting systems, and provides for numerous General Ledger formats. We also make it easy to import time clock data from all the key players - and you can link your payroll with any of the major banks.



Includes a wide range of payslip and reporting options, making it easy to keep track of your leave liability and much more. All reports can be emailed or exported to spreadsheet, Acrobat (PDF) file, etc. You can choose from multiple timesheet formats and manage your payroll (and reporting) by Department or Branch.



Easily handles and records all holiday pay and leave calculations (accrual and entitlements) per the Holidays Act. It prepares IRD PAYE forms, keeps track of KiwiSaver, and even manages fixed or variable allowances, deductions and withholding tax for subcontractor payments.



Your data is absolutely secure with strict encryption safeguards, which exceed industry standards, to keep confidential all information you provide about you and your staff. Back-ups happen automatically, safely and securely, and are all stored off-site and within New Zealand.



Available on any internet capable device, be it a PC, Mac, Tablet or Smartphone. As long as your device has an internet browser (we like Chrome, Firefox or Safari for best results, but Internet Explorer is okay too) you'll have immediate access to your payroll - anywhere, anytime.



No software to download or upgrade once you join us in the movement to cloud services. You'll never need to re-load an old software disc onto your new laptop, or be hindered by repeatedly having to upgrade PC-based software.



All accounts may have multiple payroll administrators - and an audit trail is available (on request) so you can track by whom and when changes were made. All of your historic employee information is always available, not just the last year.



Conveniently manages multi-pay frequencies, catering for hourly paid employees and salaried employees - and allows multiple job pay rates, so you can easily pay the same employee at different rates for different jobs.



Online access for your Employees and your Accountant - If you like the idea of allowing your employees easy access to their own pay records or your accountant easy access to key reports- then Crystal Payroll is the perfect choice.



Your data belongs to you, always. A Crystal Payroll account will remain accessible (on a read-only basis) even if you choose to stop using our services. You'll be able to access your payroll information and extract the reports you need for as long as legislation requires.

Intuitive Interface

Payroll Audit Timesheets

Best Partner Managed Payroll

Self Service Multiple Pay Frequency **Cost Centres**

General Ledger Analysis **Manage All Leave Types**

Friendly Customer Service Buyer Generated Invoice

Online Access Contractors **Casuals**

HR Management **Crystal Payroll™** Efficiency

Direct Credit **Crystal Payroll™** Allowances

PAYE Service **Crystal Payroll™** IR-Filing

Always Compliant **Crystal Payroll™** Accounting Integration

Accurate Record-Keeping Security and Disaster Recovery **Enhancement Requests**

Leave Applications **Always up-to-date**

Top Up **Minimum Wage** Improved Communication

Timeclock Integration **Free Support**

Kiwi Saver



Trust in a purpose-built system. We urge caution in using the basic payroll systems that some accounting software providers include in package deals. Payroll is, by nature and by legislation, a complex activity. Therefore, we recommend you work with a provider who specialises in this area. As an accredited PAYE intermediary you can truly rely on Crystal Payroll.

Call 0800799899 or visit www.crystalpayroll.co.nz